

CIS 160 Cisco Essentials
IT Essentials PC Hardware and Software v6 (A+) – Spring-2016
Imperial Valley College – Room 2610
5:40 p.m. to 8:40 p.m. Tuesdays and Thursdays

- Instructor:** Jose Torres
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Office hours: Before or after class *by appointment*
Textbook: *IT Essentials, PC Hardware and Software, 6th Edition*
Also Online- netacad.com use your CISCO credentials, which are given at registration by email.
- Lab Manual:** *IT Essentials, PC Hardware and Software Lab Manual, 6th Edition*
Also Online- netacad.com use your CISCO credentials, which are given at registration by email.
- Resource Materials:** CISCO Network Academy (www.netacad.com) (Curriculum (including quizzes) and Assessments))
- Supplies:** Standard PC technician tool kit to contain **screwdrivers** (flat blade and Phillips at a minimum) and an **ESD wrist strap** (other PC tools could be beneficial)
A flash drive is also required (at least 4GB, but 8GB is preferred), and it should contain no other data.

Internet Resources / Websites: CompTIA (<http://www.comptia.org>), www.professormesser.com, www.howtoqgeek.com, <http://www.elithecomputerquy.com/>

Course Description:

The IT Essentials course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. It is designed for students who want to pursue careers in ICT and students who want to gain practical knowledge of how a computer works. Students who complete CIS160 will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. New topics in this version include mobile devices such as tablets and smartphones and client-side virtualization. Expanded topics include security, networking, and troubleshooting. Hands-on lab activities are essential elements that are integrated into the curriculum. The Virtual Laptop and Virtual Desktop are standalone tools that enable students to virtually disassemble and reassemble desktop and laptop computers. Both tools are designed to supplement classroom learning and provide an interactive “hands-on” experience in environments with limited networking equipment. The inclusion of Packet Tracer supports alignment with the new CompTIA A+ certification objectives. This course helps students prepare for the CompTIA’s A+ certification, most importantly the Essentials exam. Prerequisites: CIS105 or permission of the instructor. In CIS160 we will be covering Chapters 1-14, which includes a “checkpoint” exam, which will serve as the final exam for this course.

Learning Objectives:

- Define information technology (IT) and describe the components of a personal computer
- Describe how to protect people, equipment, and the environment from accidents, damage, and contamination
- Perform a step-by-step assembly of a desktop computer
- Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process
- Install and navigate an operating system
- Configure computers to connect to a network
- Upgrade or replace components of a laptop based on customer needs
- Describe the features and characteristics of mobile devices
- Install and share a printer
- Implement basic hardware and software security principles
- Apply good communications skills and demonstrate professional behavior while working with customers
- Perform preventive maintenance and basic troubleshooting
- Assess customer needs, analyze possible configurations, and provide solutions or recommendations for hardware, operating systems, networking, and security

Student Responsibilities:

You can expect to spend about 6 to 10 hours per week outside of class on homework, reading assignments, taking exams, and reviewing materials via the Internet. You should attend all class meetings and seek clarification to understand the concepts presented by completing all the course chapters, asking questions, participating in class discussions and activities, and utilizing available resources. Participation and completion of all labs is required and will be done in CIS160 in teams during class time. Lab rules will be strictly adhered to for the safety of the student and to prevent damage to the equipment. Although most labs are done in class with a teammate, some labs may have to be done outside of class when class time does not permit the inclusion of those labs. You are free to use the computer lab for work if you do not have access to a personal computer.

Absolutely no drinks or food are allowed near computers. You may store drinks and snacks in the back of the room. Audio tape recording is allowed as an accommodation as long as it's not disruptive.

Attendance:

Due to the nature of this course, attendance at all class meetings is required and will directly affect your grade. Attendance records will be maintained. If you are late to class or must leave early, it is your responsibility to make sure you are marked present for that date and obtain lecture notes/handouts! Classes begin promptly at the scheduled time. Breaks will be scheduled and classes will resume promptly after the break. If a situation arises where you cannot attend class, it is your responsibility to contact me regarding any makeup work. The instructor may withdraw a student from a class **if he or she has accumulated unofficial absences in excess of 20% of the total time the class meets**. Official absences are defined as those in which you are involved in an official activity of the college, or could also mean prior approval obtained from the instructor.

Withdrawal:

For your own protection, do not stop attending this or any other course you might enroll in and ASSUME that your instructor will discover this fact and withdraw you. If you wish to withdraw from this course, it is your responsibility to contact the instructor and fill out the appropriate

paperwork. Obtain forms for an official withdraw from the Records/Registration Office and follow the procedure in the catalog. Failure to officially withdraw can cause the loss of all fees and result in failing grades for all courses registered. Enrolled students who are not present for the first class will be dropped as having “never attended” (unless prior approval was received from the instructor).

Grading:

Is 100% online EXAM BASED.

- **Attendance/Class participation** is based on being in class the ENTIRE time and how well you participate with your team and are involved in class activities. Leaving early or arriving late is subject to point deductions. Makeup sessions (attending other classes) may be an option if space is available for those that miss class and need extra time to practice or complete labs. The computer lab is also available if necessary. Even though you work on labs in teams, you are **fully responsible** for understanding the concepts presented in each lab, with or without a partner. Be sure you participate fully with your teammate. I also expect that you will not use your cell phone in class. It should be on silent or vibrate if it is with you. Personal conversations also should be kept to a minimum.
- **Please contact me if you will not be in class or will be late. Messages can be sent via e-mail or left at my message phone. I would appreciate this courtesy.**
- **Lab Activities** are to be done in teams generally in class. The goal is to complete each lab successfully and COMPLETELY even without a partner! **In order to get FULL POINTS for lab submissions, you must complete all activities (worksheets and labs) in the lab manual (or in Canvas) that are assigned.** The syllabus lists what needs to be done each week. Some labs are only available on the Canvas site as they are additional to what is included in the lab manual.

Chapter Exams are taken online via the Cisco Network Academy site (www.netacad.com).

CLASS POLICIES:

- The curriculum for this course is available online. You can also purchase a book from the bookstore for reading the curriculum.

Labs are available in both PDF and .DOC format. If you choose to submit all worksheets and labs electronically, you may put those completed files on a flash drive which will be returned to you after they are graded) or e-mail them to me. You may submit your work as a combination as well. Regarding e-mailing labs: There is a limit to the size of files so you might have to e-mail labs by chapter. *It is your responsibility to make certain e-mail submissions are not bounced due to size..*